

1-26-82

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Micrographics Consolidation

REFERENCE: Memo for EXCOM from Director, DCI/DDCI Executive Staff, dtd 21 Dec 1981, Subject: Minutes of the 14 December 1981 EXCOM Meeting: CORE Recommendations (EXCOM 81-9056)

1. Recommendation 4 from the Agency Cost Reduction and Efficiency (CORE) briefing to the Executive Committee (EXCOM) on 14 December called for the consolidation of the Agency micrographics facilities. The EXCOM did not concur in the recommendation, but asked the CORE Working Group to study the issue further to determine how micrographics could be consolidated to accommodate the concerns of the involved components. The EXCOM also asked that during the study the Information Handling Systems Architect (IHSA) be kept advised. The CORE Working Group is to report its findings to the Committee by 15 March 1982.

2. In order to comply with the EXCOM request that the micrographics consolidation issue be studied further, it is necessary that a task group be established. The task group should address the following issues:

a. Current resources (personnel, space, equipment, etc.) and production requirements of the individual component micrographics facilities.

b. Redundant services that could be provided in a consolidated facility.

c. Planned expansion in, or decrease of, component micrographics services.

d. Savings (if any) in personnel, space, equipment, and operating costs that can be derived by consolidation.

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- e. Impact of consolidation on customer service.
- f. Impact of consolidation on existing component micrographics systems.
- g. Impact of consolidation on micrographics personnel career development.
- h. Any other items identified and agreed to by task group members.

3. If there are no objections from the components involved, it is requested that a task group be established under Office of Logistics (OL) chairmanship. I have nominated [] who has recently been designated Chief, Printing and Photography Division, OL (P&PD/OL), to chair the group. In addition to [] P&PD/OL, and [] Office of Information Services, will represent the Directorate of Administration.

4. It is requested that each directorate nominate a representative to the task group. The names of the nominees should be provided to [] by 29 January 1982. Any questions concerning this memorandum or the task group should also be directed to him. He can be reached on extension []

/s/
Harry E. Fitzwater

cc: IHSA

C/P&PD/OL []

[] P&PD/OL

[] OIS

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Originating Office:

/s/ James H. McDonald

22 JAN 1982

James H. McDonald
Director of Logistics

Date

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STAT DD/ [] (13 January 1982)

